

City of Wichita
DEPARTMENT OF PARK & RECREATION
Recreation Division

COLVIN RECREATION CENTER

Procedures & Fees for Renting Park Department Facilities

The primary function of the Recreation Center is to provide a complete recreation program for all ages. Only on limited occasions, when the building or portions thereof are not in use, and conditions permit, will it be available on a rental basis. Obviously, ample time for building maintenance will be necessary. The facility may be available Saturdays and Sundays 8:00 am to 10:00 pm.

Rooms, occupancy limits, activities allowed, and fees:

- A...GYMNASIUM*(250) (No food or beverages allowed) \$80.00 / 4 hours
Rental for Basketball, Volleyball, Dances & Meetings \$20.00 each additional hour
- B. GYMNASIUM & KITCHEN ** (250) (food allowed) \$300.00 / 5 hours
Rental for Banquets, Meetings, Receptions, Dances
Reservation must be taken at hosting Center
- C. MEETING ROOM 117 & Kitchen (75) (Food allowed) \$100.00 / 4 hours
(No food allowed without kitchen) \$20.00 each additional hour
- D. MEETING ROOM 117 (no kitchen) \$60.00 / 4 hours
(No food allowed without kitchen) \$15.00 each additional hour

Use of a combination of rooms will require a combination of fees.

The above charges are based on the minimum time listed. If a longer period of time is needed and scheduled, an additional charge will be required. Fees will be pro-rated for those persons wishing to add extra time to their rental

Persons may also be allowed to reserve the center during the week on a per hour basis; however, such arrangements may only be made by the hosting Recreation Center's staff.

Any special arrangements or unusual requests must be negotiated with the Recreation Division.

AMENITIES: 150 Chairs 12 Tables (8 ft.) 6 Tables (card) _____ Piano

GYMNASIUM- NO FOOD* 4 hours/\$80.00 Per Hour/\$ 20.00 Deposit/ \$ 60.00

Used for events not requiring tables or more than 50 chairs. 50 chairs provided at no cost, if needed. Additional 50 chairs may be rented for \$25, if chairs are available. Additional chairs MUST BE rented at time of reservation.

GYMNASIUM & KITCHEN ** 5 hours/ \$300.00 Per Hour /\$60.00 Deposit/\$100.00
FOOD ALLOWED

5 hour time period includes: 4 hours for event, Required ½ hour set-up & ½ hour take down

Food and non-alcoholic beverages allowed. Reservation must be taken at the hosting recreation center. Gyms that are excluded are: Evergreen, McAdams, Lynette Woodard.

Used for banquets, meetings, receptions, dances, and any other event where food and beverages served and tables and chairs are needed. 15 tables (8') and 100 chairs are provided, if needed. An additional 5 tables and 50 chairs may be rented for \$50 if they are available. Additional tables and chairs MUST BE rented at the time of the reservation. The renter must provide additional tables and chairs, if needed. A maximum of 250 participants are allowed.